

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**HOUSING DEVELOPMENT ANALYST
PLANNING AND DEVELOPMENT DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs responsible accounting and administrative work in administering the HUD HOME program for low- and very-low income housing. Employee reports to the Community Development Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs responsible accounting and administrative work in administering a four-county consortium of local governments in support of the HUD HOME program for low-income housing revitalization and construction, and in assisting with the administration of other community housing programs. Work involves planning, evaluating, and monitoring housing development projects carried out by local governments or non-profit agencies. Independent judgment and initiative must be exercised in determining if specific requirements are met and in performing various duties as assigned. Considerable tact and firmness are required in dealing with applicants, other agencies and the general public on housing development issues. Work is performed with considerable independence under general supervision of the Community Development Director. Performance is evaluated to determine the overall adequacy of the services rendered.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Develops short- and long-range affordable housing plans; reviews needs for affordable housing; and formulates recommendations for action.

Monitors expenditures and performance of program sub-recipients and activities; prepares contracts.

Oversees compliance with HUD and state reporting requirements of the HOME program; assists with administration of CDBG program.

Establishes and maintains databases, records, reports and other documents for compliance.

Responds to requests for information from a variety of agencies and individuals.

Compiles and prepares annual budgets for the HOME program.

Prepares regular, special and technical reports.

Attends professional conferences and workshops.

Conducts community meetings concerning the development of affordable housing.

Communicates with the public and media.

ADDITIONAL JOB FUNCTIONS

Performs related work assignments as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the goals, objectives, policies, procedures and applicable laws and regulations of the U.S. Department of Housing and Urban Development's HOME program and of other federal housing programs.

Thorough knowledge of the principles and practices involved in the administration of affordable-housing programs.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the principles and procedures of finance and accounting.

Considerable knowledge of the standard resources, materials, practices, and facilities available for affordable housing projects in the consortium's four-county area.

Considerable knowledge of the geographical and socio-economic layout of the area

Considerable knowledge of the current literature, trends, and developments in affordable housing administration.

Considerable knowledge of legal procedures as related to the financing of housing rehabilitation.

Considerable knowledge of research techniques and reporting methods.

Skill in the use of computer-driven spreadsheet and database programs.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to present information before large groups of people.

Ability to deal tactfully and firmly with property owners, architects, engineers, developers, contractors, the general public, etc.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in urban planning, business administration, or a related field and 1 to 2 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 17

Non-Exempt

HOUSING DEVELOPMENT ANALYST

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